

Londonderry Township Board of Supervisors

Meeting Minutes

December 1, 2014

7:00 pm

The Londonderry Township Board of Supervisors held their regularly scheduled meeting on Monday, December 1, 2014 at the Municipal Building, 783 South Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Anna Dale, Chairman
Mike Geyer, Vice-Chairman
Ronald Kopp, Member
Mel Hershey, Member
Steve Letavic, Township Manager
Jeff Burkhart, Codes/Zoning Officer
Mike Johnson, Golf Course Manager
Adam Weber, Public Works Director
Andrew Kenworthy, HRG Engineer
Jim Diamond, Solicitor

Absent: Beth Graham, Office Manager; Mike Johnson, GC Manager

Salute the Flag

Citizens Input

Cherie Weirich, 784 Colebrook Road, Dogs barking through the night near her parent's residence at 517 S. Geyers Church Road.

Approval of Minutes – November 3, 2014 Amended

Mr. Geyer motioned to approve the amended November 3, 2014 minutes which detailed the action taken on a real estate transaction upon adjourning from Executive Session and returning to the regular meeting, Mr. Kopp seconded. Motion approved.

Approval of Minutes - November 18, 2014

Mr. Geyer motioned to approve the minutes as presented, Mr. Kopp seconded. Motion approved.

OLSDS Exception Request – John Plott, Sr., 2715 Foxianna Road

Jill Habig, represented her father, John Plott, Sr., who could not be in attendance. Her father is asking for a waiver from pumping his septic as it is a new system that was just installed in 2013 and he lives alone.

Mr. Burkhart informed the board that if they wish to grant the waiver they may do so based on the SEO's inspection report.

Mr. Kopp motioned to waive Mr. Plott's pumping of his septic system for this round based on the information presented by Mr. Burkhart, Mr. Shellenhamer seconded. Motion approved.

The board requested Mr. Burkhart inform Mr. Plott with a letter explaining the decision and how it was reached.

Manager's Report – Steve Letavic

Budget

Mr. Letavic explained the reason for the proposed 2 mill tax increase noting the unfunded mandates from the state, OLSDS, repairs to infrastructure and equipment and MS4 requirements. He also stated that the proposed budget was posted as required and there has been no public comment. Mr. Letavic said that the township was in poor financial condition upon his arrival 10 years ago and must continue to grow. The township has received many grants that have helped financially and we will continue to work on getting grants in the future.

Mrs. Dale stated that while no one likes a tax increase the funds are necessary to meet the needs of the township. She also thanked the staff for their tireless efforts to provide excellent service to the township residents.

Mr. Shellenhamer motioned to approve the 2015 budget as presented, Mr. Kopp seconded. Motion approved.

RESOLUTION 2014-10 – 2 Mill Tax Increase

Mr. Hershey motioned to approve Resolution 2014-10, 2 Mill Tax Increase, Mr. Shellenhamer seconded. Motion approved.

MS4 Update

Mr. Letavic informed the board that Jeff Burkhart and Adam Weber will be attending a workshop at Lemoyne Township to discuss how MS4 has been implemented in their municipality.

2015 Holiday Schedule & Meeting Schedule

Mr. Shellenhamer motioned to approve the 2015 holiday schedule and meeting schedule, Mr. Geyer seconded. Motion approved.

Mrs. Dale welcomed the new Finance Director, Robin Price. Mrs. Price thanked the board for the opportunity to serve the community of Londonderry Township.

Treasurer's Report – Robin Price

Mrs. Price requested approval of payment for the following expenditures.

| | |
|------------------|-------------|
| General Fund | \$12,183.55 |
| Golf Course Fund | \$26,156.45 |
| HMPG | \$0 |
| Liquid Fuels | \$0 |
| Escrow | \$1,767.37 |
| Fire Company | \$0 |
| ICC | \$0 |

Mr. Geyer motioned to approve payment of the bills, Mr. Kopp seconded. Motion approved.

Code/Zoning Report – Jeff Burkhart
William & Michele Haydo – Subdivision Plan

Mr. Shellenhamer motioned to approve the waiver of the Preliminary Plan, Mr. Hershey seconded. Motion approved.

Mr. Hershey motioned to approve the deferral of curbs, sidewalks and gutters with a note added on the plan as such, Mr. Geyer seconded. Motion approved.

Mr. Shellenhamer motioned to approve the final plan for approval, Mr. Kopp seconded. Motion approved.

FEMA Update

Mr. Burkhart explained that the key date for the township is February 1980 in regards to permitting. The township is reaching out to determine the history of the properties laying the flood plan areas as to whether there has been any improvements made to these properties.

Mr. Diamond said that the issue is flood insurance coverage and compliance regulations.

Mr. Burkhart would like the Board members to review the township's current Floodplain Ordinance and give their input as soon as possible.

Public Works Report

Work Completed November, 2014

- Weekly road checks including checking signs, storm water inlets, general road conditions, and removal of debris from Township roadways and shoulders are being done.
- The parks and their facilities have been maintained as needed. The buildings have been winterized.
- Pennsylvania Call One requests for inspections of underground utilities have been responded to.
- Equipment maintenance has been done as needed.
- We have been working on leaf pick up from road shoulders.

Work Scheduled for December, 2014

- We will continue working on leaf pick up.
- Problem areas for drainage on roadways and swales will be addressed.
- Some hard to reach areas will be mowed with the boom mower.
- Tree trimming for roadway clearance will begin.
- When time permits we will be cleaning out and organizing the shop.
- Be prepared to respond to any inclement weather.

Golf Course Report

- We have the clubhouse rented out 3 times in December for private events.
- We are continuing to call past outings and clubhouse rentals to re-book for the 2015 season.

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- For the month of December we will continue to market the course by sending out all of our information regarding golf outings, clubhouse rentals, memberships and tee sponsorships as well as other specials to our past outings, clubhouse guests and golfers that have played our course. We will also continue to market the course this winter by attending East and West Shore Chamber Events, Harrisburg Young Professional Events as well as attending various other marketing events throughout our area:
- For the 2015 season we already have 80 golf outings as well as 24 clubhouse rentals booked so far.
- We will start to clean and paint the clubhouse for the winter.

Engineer's Report – Andrew Kenworthy

- ACT 537 draft plan has been finalized and for review the planning commission.
- DCIB bridge design is 70% complete and by the beginning of the year the packet will be ready.
- Dirt and Gravel Road Grant may for application du the low volume road in Londonderry township.
- Grant for emergency generator for consideration.
- Grant for traffic signal battery backup.

Solicitor's Report - Jim Diamond

Resolution 2014-11, Purchase of Parcel 34-022-220 in the amount of \$50,000.00.

Mr. Shellenhamer motioned to approve Resolution 2014-11 as presented, Mr. Geyer seconded. Motion approved.

The Board authorized Mr. Letavic to act on their behalf and to finalize the closing of this property purchase. The purchase transaction is scheduled for December 22, 2014.

EMA – No report.

New Business - None

Old Business

The Board members spoke about the numerous grants awarded to the township that have provided monetary funding for ACT 537 and ACT 13. Mrs. Dale stated that the staff has made a tremendous effort to attain grant monies and by doing so it has defrayed some of the costs of the municipality. The township is starting to function as a business by implementing a 5 year plan.

Mr. Letavic said that township continues to be proactive with revenue enhancement grants.

Mrs. Dale adjourned to Executive Session to discuss a real estate matter at 8:20 PM.

The Executive Session adjourned at 8:40pm and Mrs. Dale re-opened the regular meeting. Mr. Geyer motioned to adjourn the regular meeting at 8:41 pm, Mr. Hershey seconded. Motion approved.